

POLICY #9.2

SUBJECT: Annual Leave

I. PURPOSE

The purpose of this Policy is to provide policy for accruing and using annual leave.

II. REFERENCES

N/A

III. DEFINITIONS

- A. **Classified Staff:** Non-exempt employees who are covered by the Fair Labor Standards Act and whose salary is based upon the classified salary schedule. Includes service, maintenance, and clerical positions.
 - B. **Executive Staff:** Officers of administration whose primary responsibilities are executive and administrative. Includes the President, Vice Presidents, Associate and Assistant Vice Presidents, and academic Deans.
 - C. **Professional Staff:** Exempt employees. Employees whose primary duties and responsibilities require specialized training and/or high-level managerial skills. Often, such employees will have program, personnel, and budget management responsibilities.
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IV. POLICY

- A. Annual leave accrual rates: Following are the annual leave accrual rates for the three employee classifications identified in Section III. These rates shall be in effect for all employees within a given classification. Non-faculty, salaried part-time employees working 50% time or greater will earn annual leave on a prorated basis.
 - 1. Classified Staff employees under regular University appointment for half-time or more and for nine (9) months or more earn and accrue annual leave from date of employment in accordance with the following schedule:

Classified Staff Leave Accrual Chart

Years of Service	Days Earned Per Month	12 Month
1st through 5th	1 day	12 days
6th through 10th	1 1/4 days	15 days
11th through 15th	1 1/2 days	18 days
16th through 20th	1 2/3 days	20 days
21st and over	1 4/5 days	22 days

- Professional Staff employees under regular University appointment for half-time or more and for nine (9) months or more earn and accrue annual leave from date of employment in accordance with the following schedule:

Professional Staff Leave Accrual Chart

Years of Service	Days Earned Per Month	12 Month
1st through 5th	1 1/4 days	15 days
6th through 10th	1 1/2 days	18 days
11th through 15th	1 2/3 days	20 days
16th and over	1 4/5 days	22 days

- Executive Staff employees under regular University appointment for half-time or more and for nine (9) months or more earn and accrue annual leave from date of employment in accordance with the following schedule:

Executive Staff Leave Accrual Chart

Years of Service	Days Earned Per Month	12 Months
from date of hire	1 4/5 days	22 days

4. Head Start teaching staff employees do not accrue annual leave; rather, those working a minimum of nine (9) months per year, will earn six (6) days of personal leave which must be used during that same year. Personal leave days are to be arranged in advance and to be authorized by the employee's immediate supervisor. Personal leave will not be carried over from year to year. Sick leave will apply to Head Start teaching staff employees as it does to other similar University employees.

B. Additional Annual Leave Provisions

1. Employees shall earn and accrue annual leave based on the number of full months worked and years of service. (For example, a classified employee who has worked for three [3] years on a nine-month regular appointment shall accrue nine [9] days of vacation or one [1] day per month worked.)
2. Employees shall begin appropriate vacation accrual upon hire date.
3. When an employee resigns or terminates from University employment and is rehired, their annual leave credit starts from the date of rehire and is treated the same as a new hire.
4. Employees in a leave without pay status shall not accrue annual leave during this period.
5. Employees who resign or are terminated prior to completion of six (6) months of service (probationary period) are not paid for accrued annual leave. Employees who resign or are terminated after completing six (6) months of service receive payment for unused accrued annual leave up to a maximum of 30 days. Generally, the effective termination date is set to include any unused accrued annual leave.
6. Annual leave may be granted during the first six (6) months of employment due to unusual or emergency situations. However, the annual leave must be approved by the immediate supervisor.

7. The scheduling of annual leave is the responsibility of each employee. Such annual leave must be arranged and granted through the department or service area and should be so scheduled as to least interfere with its operations, but desires of employees should be considered.
8. Each employee and their immediate supervisor should plan and make appropriate arrangements to take their annual leave each year as it is earned.
9. The maximum accrual for annual leave credits carried forward from one period (ending June 30) to the next period (starting July 1) is 30 days.
10. Annual leave must timely be authorized by the employee's immediate supervisor. At the end of each month, the employee submits their leave report to their supervisor or to the supervisor's proxy. The supervisor or the supervisor's proxy/delegate is responsible for reviewing and approving the employee's leave report.
11. Annual leave shall be calculated to the nearest full hour.

V. RELEVANT FORMS/LINKS

N/A

VI. QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this Policy is the [Vice President for Finance](#). For questions about this Policy, contact the [Office of Human Resources](#).

VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: December 14, 1995

Amended: August 6, 2004